

**MINUTES OF THE HANOVER BOROUGH  
GOVERNANCE & POLICY COMMITTEE MEETING  
May 3, 2021**

Chairman Lockard called the Hanover Governance & Policy Committee meeting to order Monday, May 3, 2021 at 6:00 PM at the Hanover Municipal Building, 44 Frederick Street, Hanover, PA, as advertised.

**Attendance:** In attendance were Committee Members Funk, Kress, Lockard and Rupp; Staff Members Manager Dunford, Secretary Felix, Public Works Director Grimm and Human Resource Manager Hill.

**Public Comment:** None was presented.

**Approval of the Minutes:** It was moved by Mrs. Funk, seconded by Mr. Kress to approve the minutes of March 1, 2021. Motion carried.

**Social Media Guidelines** for Elected Officials & Appointed Members of Public Bodies

Chairman Lockard asked for comments on the revised Social Media Policy; the original example was taken from Chambersburg Borough.

Manager Dunford noted that this policy is written as a guideline.

Mr. Lockard commented that he would like to see censorship of certain comments, as some comments have been extreme. Manager Dunford replied she will add a section on Council's right to censor.

It was moved by Mrs. Funk, seconded by Mr. Lockard to move the approval of the Social Media Guideline with the above revisions to the Council Workshop agenda. Motion carried.

**Disciplinary Policy**

Ms. Hill noted the policy is a standard progressive disciplinary policy including the following steps: verbal warning, written warning, suspension, termination. The policy also outlines responsibilities to supervisors, employees and the HR Manager.

Mrs. Funk commented the policy was very clear and to the point, and commended Ms. Hill for her efforts.

It was moved by Mrs. Funk, seconded by Mr. Kress to move the approval of the Disciplinary Policy to the Council Workshop agenda. Motion carried.

**Vehicle & Equipment Policy** – for Non-Uniformed Personnel

Ms. Hill noted the Fire and Police departments already have their own vehicle and equipment policies, so this policy is for Non-Uniformed Personnel only.

Manager Dunford noted on the second page there is a clause for personal use of Borough vehicles. She recommended Council should approve a list of employees who are allowed to take vehicles home and why.

Mrs. Funk commended Ms. Hill on a job well done.

It was moved by Mrs. Funk, seconded by Mr. Kress to move the approval of the Vehicle & Equipment Policy to the Council Workshop agenda. Motion carried.

**New Business**

Ms. Hill stated that an Employee Intranet page has been added to the new website; and 122 out of 160 employees have registered and the page is up and running. This page will not be available to the public; it will be a useful tool for communicating with employees.

Chairman Lockard thanked all for their attendance this evening.

**Adjournment:** It was moved by Mrs. Funk, seconded by Mr. Lockard to adjourn the meeting at 6:10 PM. Motion carried.

Respectfully submitted,

  
Dorothy C. Felix  
Borough Secretary